

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

25 Nov 81

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JOB NO

NC1-142-82-4

DATE RECEIVED

December 3, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-7-82
Date

[Signature]
Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Tennessee Valley Authority

2. MAJOR SUBDIVISION
Office of Health and Safety

3. MINOR SUBDIVISION
Division of Medical Services

4. NAME OF PERSON WITH WHOM TO CONFER
Ronald E. Brewer

5. TEL EXT
FTS 858-2520

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 11/9/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Assistant TVA Archivist
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>MEDICAL RECORDS</u></p> <p>Medical Records Files consist of x-rays, dental records, compensation case records, and medical records of the following: Nonemployees--Candidates who were not approved for employment or who failed to report for duty, certain personal service contractors, and study visitors; Dependents--Employee's dependents who received medical care at remote construction projects; Former Employees--Terminated, transferred to other Federal agencies, deceased, or retired employees.</p> <p>They provide a source of information in the event of medically related legal actions taken by an individual against TVA.</p> <p>The records are filed alphabetically by name of employee, except for Compensation Case Records which are filed numerically, and total accumulation is approximately 2,127 cubic feet since 1933.</p>		9 items

to HNCN, NCO, St. Louis (6NCR), 1/11/82
Closed Out: 1-11-82: R.F.D.
Mass Data Change Sheet Attached
to FRC copy

Request for Records Disposition Authority—Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Medical Records provide a record of preemployment and periodic physical examinations, work restrictions imposed, immunizations, mental hygiene services, venereal disease treatment, treatment of occupational injury or illness, minor illness or injuries of nonoccupational nature, and results of related laboratory tests. Also included are dental records which constitute the only record of dental examination findings and treatment provided for employees at Muscle Shoals, Alabama, who may in the course of their work be exposed to substances that might adversely affect their dental health. In addition, they contain information related to the processing of compensation claims. They consist of the following two types of records:</p> <p>Nonessential paper records--including immunization records; forms TVA 9880, Employee Status and Information Record and TVA 9081, Out-Patient Record (used to note each visit to a medical unit for services such as blood pressure check, colds, eye examinations, aspirin, and other minor treatments); laboratory record material such as urinalysis records, blood pressure, and blood analysis; some correspondence with outside physicians, form letters to employees regarding periodic examination results, correspondence on congressional inquiries on compensation claims, etc. <i>This code copy also includes all records relating to non-employed & dependents.</i></p> <p>Essential paper records--including original medical examination records, audiogram records, periodic health examinations, occupational history records, reports of occupational-related condition or disease, reports of medical examinations of non-TVA personnel, mobile health clinic examination record, special back examinations, electrocardiogram mounts, clinical laboratory records, pulmonary function records, certificates of medical history, dental examination records, etc.</p> <p>Many occupational hazards, particularly those of a carcinogenic nature, require several decades to manifest themselves. This fact has been recognized by the National Institute for Occupational Safety and Health Center for Disease Control, Public Health Service, U. S. Department of Health, Education, and Welfare. They subsequently recommend the retention of certain medical records for up to 30 years beyond termination of employment.</p>	NCT-142-77-7, Item 2	

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority - Continuation

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1,	<p>The Occupational Safety and Health Act, to which TVA is subject by Executive Order, requires specific medical record retention periods for individuals exposed to various hazards (e.g., 40 years or 20 years past termination, whichever is longer, for records of asbestos exposed workers).</p> <p>Since in many cases, TVA is unable ahead of time to specify which exposures will be deemed hazardous and what the subsequent legal retention requirements will be, the requested dispositions are recommended:</p> <p><u>DISPOSITION: Medical Records</u></p> <p>A. <u>Paper Records</u></p> <p>(1) <u>Nonessential</u>--Destroy 10⁶ years after termination of employment. see following ^{3a} page</p> <p>(2) <u>Essential</u>--Microfilm⁶ years after termination of employment. Destroy paper records when acceptable microfilm copy is obtained.</p> <p>B. <u>Microfilm</u>--Destroy in Agency³⁴ 30 years from date of filming.</p>	<p>NCI-142-77-7, ✓ Item 2A1</p> <p>NCI-142-77-7, Item 2A2</p> <p>NCI-142-77-7, Item 2B</p>	<p>RTB DB 12/10/81 1/4/82</p>
2.	<p><u>Compensation Case Records</u> consist almost entirely of duplicates of forms and correspondence filed in the District Offices of Office of Worker's Compensation Programs located in various cities throughout the country. The Office of Worker's Compensation Programs has no continuing concern about this duplicate file; however, Medical Services is concerned about the medical records of compensation claimants contained in them.</p> <p><u>DISPOSITION:</u></p> <p>A. <u>No lost time</u>--Destroy in Agency 10 years after date of injury.</p> <p>B. <u>Lost time</u>--Destroy in Agency 10 years from date of last entry.</p>	<p>NCI-142-77-7, Item 2</p>	

Item 1 (continued from p. 3) -

A. Paper Records

(1) Nonessential

(a) Non-employeds and all dependents -

Destroy in agency 6 yrs. after date of
last entry

(b) Employees - Destroy in agency 6 yrs.
after termination of employment.

B. See p. 3

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p>X-rays consist of film taken in conjunction with medical and dental examinations and in the care of injuries. Because of its unusual size (14x17), it is filed in special equipment.</p> <p><u>DISPOSITION:</u></p> <p>A. ^{original} X-ray Film--Microfilm 20 years after termination of employee then destroy in Agency. see following page 4a</p> <p>B. Microfilm--Destroy in Agency 20 years from date of filming.</p> <p><u>CERTIFICATION:</u></p> <p>This is to certify that all records which are to be microfilmed will be microfilmed in accordance with FPMR 101-11.4 and FPMR 101-11.5.</p>		<p>RTB DB 1/4/82</p>

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Item 3 (continued)

3. X-rays

A. Original X-rays

1) non-employed + all dependents —

Destroy in agency when last film
is 6 yrs. old.

2) employees — Microfilm 20 yrs. after
termination of employee, then
destroy original x-ray in agency.

B. See p. 3